



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

CREATION DATE : 19-JUN-12  
 BID NUMBER: 7457818  
 TITLE: SHUTTLE SERVICE - URI

BLANKET START : 01-JUL-12  
 BLANKET END : 30-JUN-15  
 BID CLOSING DATE AND TIME: 10-JUL-2012 10:15:00

BUYER: Melillo, Charlotte A  
 PHONE #: 401-574-8110

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URI ACCOUNTS PAYABLE  
 CARLOTTI ADMINISTRATION BLDG  
 75 LOWER COLLEGE ROAD, SUITE 1  
 KINGSTON, RI 02881  
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URI SPECIAL INSTRUCTIONS  
 SEE BELOW  
 SEE BELOW, RI N/A  
 US

**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
	Blanket Requirements: 7/1/12 - 6/30/15				
	SERVICES FOR: University of Rhode Island CCE Shepards Security Attn: Lt Michael Chalek 80 Washington Street Rm 205 Shepard Bldg Providence RI 02903 *				
	DELIVER BID TO: DEPT. OF ADMINISTRATION DIV. OF PURCHASES ONE CAPITOL HILL, 2ND FL PROVIDENCE, RI 02908				
	BUYER EMAIL: charlotte.melillo@purchasing.ri.gov *				
1	7/1/2012 - 6/30/2013 Shuttle Service: Bid a price per day per vehicle for example: 2 vehicles x (unit price is price per day per vehicle) = Total which is price per day for two vehicles (PER ATTACHED SPECS)	2.00	Each		
2	7/1/2013 - 6/30/2014 Shuttle Service: Bid a price per day per vehicle for example: 2 vehicles x (unit price is price per day per vehicle) = total which is price per day for two vehicles (PER ATTACHED SPECS)	2.00	Each		
3	7/1/2014 - 6/30/2015 Shuttle Service: Bid a price per day per vehicle for example: 2 vehicles x (unit price is price per day per vehicle) = Total which is price per day for two vehicles (PER ATTACHED SPECS) * PLEASE INDICATE SIZE OF VEHICLE _____PASSENGER PLEASE INDICATE AGE OF EACH VEHICLE _____MODEL YEARS OLD _____MODEL YEARS OLD *	2.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

## **JOB REQUIREMENTS OF SHUTTLE SECURITY**

The successful vendor will be responsible for safely transporting students, staff, and faculty to and from the Convention Center parking garages and the URI Providence Campus at 80 Washington Street. The vendor will be required to utilize two (2) vehicles that carry no less than seven (7) passengers per vehicle. A vehicle with a capacity of 20 passengers or more will be considered instead of the two vehicles listed above. The vehicles will make continuous rounds between the URI Providence Campus and the Convention Center parking garages. After 7:00 PM any student or staff member wishing to be transported from the university campus to either the bus stop in Kennedy Plaza or the Providence Amtrak station will be accommodated.

The successful vendor must provide vehicles that meet all current and applicable Rhode Island rules, regulations, and laws. All vehicles are to be in good condition and must at all times allow for loading from the sidewalk. The vehicles must be no older than 7 model years old. Maintenance records must be made available for inspection at the request of the University Police Lieutenant assigned as the Public Safety Commander of the Providence Campus. These requests will only be made for cause. These vehicles will be required to be clearly recognizable and have a placard in the front window that contains the words "**URI SHUTTLE**", making it visible to the public. It will be the responsibility of the successful vendor to ensure that the operator of these shuttles possess a valid Rhode Island Chauffeur's license and/or any other permits that may be required by the State of Rhode Island. Additionally it will be the responsibility of the successful vendor to ensure that all of their employees that will have contact with members of the university community will have been thoroughly screened to include, but not be limited to, criminal background and drug tests.

The successful vendor will furnish their officers with two-way radios to communicate with the URI Security officers on duty as well as between the vans. The frequency will be furnished by URI Security. Programming of the radios will be at the cost of the vendor awarded the bid.

The hours of operation are from 4:00 PM to 11:00 PM Monday through Thursday during the academic year. This will include the fall semester (September – December), spring semester (January – May), and the summer sessions (May – July). The exact dates will be available on the URI website under the "Academic Calendar" or may be obtained from the Commander of Public Safety at URI's Providence campus. One security officer will be assigned to each van. It will be the vendor's employee's responsibility to physically check in with URI Security at the beginning and end of each shift. These officers will be in a uniform which will clearly identify them as an employee of the company winning this bid.

## REQUEST FOR RFQ 7457818

### **AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

### **MULTI YEAR**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

### **INSURANCE**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN

REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

### **LICENSE**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

### **RIVIP**

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA FROM RIVIP. THIS OFFER MAY NOT BE CONSIDERED UNLESS A SIGNED RIVIP GENERATED BIDDER CERTIFICATION COVER FORM IS ATTACHED AND THE UNIT PRICE COLUMN IS COMPLETE. THE SIGNED CERTIFICATION COVER FORM MUST BE ATTACHED TO THE FRONT OF THE OFFER. WHEN DELIVERING OFFERS IN PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

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### **VENDOR SPEC**

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.